**Center for Mental Health Services (CMHS) TRAC System**

**Grant program: Primary & Behavioral Health Care Integration (PBHCI)**

## FAQS

| # of Consumers Served aka "Services Number of Consumers Served by FFY Report" in TRAC | |
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| *How does your SAMHSA GPO know if you have clients enrolled into the PBHCI program?* | Your GPO can run a report in TRAC that will give the number of PBHCI clients enrolled by your organization. You will run this report every quarter and put the number into your quarterly report. |
| *How does TRAC count a client as being enrolled?* | Once you complete the NOMS services tool interview with your client and enter the information into the TRAC system - that counts as 1 client enrolled. Please remember that you also need to enter the Section H data (physical health indicators) into TRAC, too, so that your baseline date will start all at the same time. |
| *How do we know if we are meeting our target goal of total number of consumers served?* | You will enter the number of consumers served per year, as well as by a non-duplicated, cumulative total by the end of 4 years into the TRAC system, under the "Annual Goals and Budget" (AGB) tab. These goals should match the ones you've put in your application, unless you've requested a change which must be approved by your GPO. The goals are entered once a year and reviewed and approved your GPO every year.<br><br>You and your GPO can run a report that will show the number of consumers enrolled compared to the target goal you entered in the AGB section, approved by your GPO. |

| NOMS Report – aka "Services Outcome Measures Report" in TRAC | |
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| *What is the NOMS?*<br>*How do you and your GPO get the NOMS report?* | The NOMS, which stands for the National Outcome Measures, is a services tool used to collect mental health, substance use, criminal justice involvement, education, employment, housing, and other related data across all of SAMHSA's CMHS grant programs. There are NOMS for adults and children, which are different. The NOMS tool is submitted for OMB approval, as this tool will be the set of data collection all grantees must use to measure their grant performance and the number of clients served.<br>You and your GPO can run a report in TRAC that will give the NOMS report, which |

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| | aggregates the responses across the different sections/topics in your organization. This can show any improvement regarding housing and employment percentages within a given time frame, for example. |

| **NOMS Reassessment Rate – aka "Services Reassessment Interview Rate Report" in TRAC** | |
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| *What is the NOMS reassessment rate and how do you and your GPO get the NOMS reassessment rate?* | The NOMS reassessment rate is the percentage that measures services retention of the PBHCI program. After you complete the NOMS tool interview with your client at baseline (or intake), you will need to complete the NOMS interview again at 6 months with the same client and every six months after that for as long as the client is in the program. You have a 30 day +/- window to interview the client with the NOMS services tool and to enter it into TRAC so that the reassessment is counted on time. Completing and entering the reassessment data outside of this window decreases your reassessment rate. There are reports you can run in TRAC that allow you to see who is up for reassessment. At this time, you should also put in your Section H data, as that is also required to be entered every 6 months, although the information is collected every quarter. In other words, your client should be participating in the program by attending wellness interventions, walking groups, smoking cessation classes, etc., and by capturing all of this, you can measure their physical health information every quarter, but enter their most recent data every 6 months.<br><br>You and your GPO can run a report in TRAC that will give the NOMS reassessment rate. You will run this report every quarter and put the number into your quarterly report. |

| **Section H Report – aka "Services Outcome Measures Report – PBHCI only" in TRAC** | |
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| *What is the Section H Report? How do you and your GPO get the Section H report?* | Section H, which is the section where you fill out the client's blood pressure, waist circumference, height, weight, BMI, Breath CO (collected every quarter, entered into TRAC every 6 months) and the lab work, which would be the fasting glucose or HgbA1c, total cholesterol, HDL, LDL, and triglycerides (collected and entered annually into TRAC). This section is specific to PBHCI only, as other CMHS grant programs do not collect this information, which is why it's titled the way it is in TRAC. The Section H questions are submitted for OMB approval, so all clients need to have this section filled |

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| | out, which is the focus of our grant.<br><br>You and your GPO can run a report in TRAC that will give the Section H report, which will aggregate the physical health outcomes across the different indicators in your organization. This can show any improvement regarding blood pressure or cholesterol among your clients. You can run this report by race, ethnicity, and gender. This information will need to be included in your quarterly report. |

| **Section H Reassessment Rate – not available in TRAC, however, can be sent with the Missing Data Spreadsheet** | |
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| *What is the Section H reassessment rate?* | Currently, we are unable to determine the Section H reassessment rate, as this would require customization from TRAC. This would be helpful, though, because you can see whether or not your clients came in to get their physical health indicators measured and entered into TRAC every 6 months.<br><br>However, TRAC is able to provide a missing data spreadsheet for each grantee, where you can see the missing Section H data. This is <u>extremely important</u> because Section H measures/indicators are the heart of PBHCI. If you do not enter this information into TRAC, we are unable to demonstrate the effectiveness of the program or any improvements among our clients regarding their physical health.<br><br>We ask grantees to try and provide information regarding Section H in the quarterly report. |

| **IPP Report – aka "IPP Performance Report" in TRAC** | |
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| *What are IPPs?*<br>*How do you and your GPO get the IPP report?* | The IPPs, which stands for the Infrastructure, Prevention and Promotion indicators, are used to measure non-services related activities, such as workforce development, organizational change, partnerships/collaborations, primary care screenings and referrals, peer involvement, etc.<br><br>For PBHCI, currently there are 12 IPP indicators that are collected every quarter. Definitions and guidelines on the 12 IPP indicators for PBHCI will be provided to you |

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| | separately. Please use the guidance on IPP specific to PBHCI only. Once you complete your quarterly report, you can use the information to enter the IPP data into TRAC. GPOs will review and approve all IPP indicators every quarter.<br><br>For IPPs, you must also project the goal for each indicator every year, in the Annual Goals and Budget (AGB) section in TRAC. The goals are entered once a year and reviewed and approved your GPO every year. For instance, at the beginning of the fiscal year, you will be asked to project the number of staff trainings each year. Once you put in the projected numbers for staff training for each grant year, during the quarter, you report the number of completed trainings, which will generate a percentage demonstrating whether you are on target in meeting the projected goal.<br><br>You and your GPO can run a report in TRAC that will give the IPP report. |